

.

Class Specifications
for the Class:

WORKERS' COMPENSATION VOCATIONAL REHABILITATION SUPERVISOR
(WORKERS' COMP VOC REHAB SUPVR)

Class Distinguishers:

Complexity: The one position in this class plans, directs, supervises, and coordinates all activities relating to the certification, regulation and monitoring of agencies and providers of vocational rehabilitation services for industrially injured employees. The program is statewide and is represented by professional vocational rehabilitation specialist positions on all major islands.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Workers' compensation laws and rules relating to vocational rehabilitation of industrially injured employees; principles and practices of vocational rehabilitation and rehabilitation training; occupations suitable for industrially injured employees and the physical requirements of performing such occupations; interviewing principles and techniques; available vocational related rehabilitation resources in the community; basic knowledge of psychological tests and measurements in vocational counseling; public relations; and principles and practices of supervision.

Ability to: Plan, assign and review the work of others; understand and explain the workers' compensation related vocational rehabilitation program objectives, procedures, and benefits available; obtain, analyze and evaluate facts; prepare clear and concise written reports; establish and maintain effective working relationships with employees, employer, insurance carriers, rehabilitation agencies, attorneys and medical practitioners; understand and apply lay medical terminology; speak before community groups; participate in program evaluation and development activities; and develop and implement staff improvements and training activities.

Supervisory Controls: Work is performed under general supervision of the division administrator. Supervisory review is

generally limited to conformance with overall program, divisional and administrative rules and guidelines.

Personal Contacts: Contacts are with employees, employers, insurance carriers, attorneys, rehabilitation agencies and medical practitioners for the purpose of promoting the workers' compensation rehabilitation program, and training and improvement of services by providers of vocational rehabilitation services. Contacts are also with legislators, administrators, program officers, and others within and outside the department to provide technical consultation and promote the workers' compensation rehabilitation program.

Examples of Duties: *(The position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, directs, supervises and coordinates all activities related to the certification, monitoring and regulation of vocational rehabilitation agencies provided for industrially injured employees.
2. Coordinates all activities relating to the approval or disapproval of rehabilitation plans, ensuring that necessary review and evaluations are conducted.
3. Directs all coordination efforts and activities involving the rehabilitation agency, the employer, the insurance carrier, and the medical practitioner.
4. Directs and coordinates all activities relating to the receipt and disposition of appeals filed by parties adversely affected by determinations issued by the division.
5. Participates in the development of program plans, budget, legislative proposals, rules and regulations, policies, etc.
6. Evaluates and trains personnel in workers' compensation related vocational rehabilitation program activities.

7. Effects statewide uniform interpretation and administration of the workers' compensation law, administrative rules, policies and proceedings in relation to vocational rehabilitation.
8. Establishes standards and guidelines consistent with the rehabilitation law.

This is the first specification for the new class, WORKERS' COMPENSATION VOCATIONAL REHABILITATION SUPERVISOR (WORKERS' COMP VOC REHAB SUPVR).

Effective Date: _____

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development